

Payment of Expenses to Obtain Professional Credentials

Background

Public Law 107-107 was amended on December 28, 2001, to include the following new provisions in Section 1112, paragraph 5757:

An agency may use appropriate funds or funds otherwise available to the agency to pay for (1) expenses for employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification; and (2) examinations to obtain such credentials. The authority under this section may not be exercised on behalf of any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position.

Applicability

The provisions of this policy statement are applicable to all ORO employees occupying permanent positions.

Policy Statement

ORO will reimburse employees up to \$350 per fiscal year for expenses incurred to obtain professional credentials deemed advantageous to the government. Employees who incur expenses associated with one or more of the categories included on the attached List of Pre-Approved Professional Credentials and Examinations may submit requests for reimbursement, through their supervisor for concurrence, to the Oak Ridge Financial Service Center (ORFSC).

Requests for reimbursement of expenses related to credentials and examinations not already included on the Pre-Approved List will be reviewed to assess the advantage to the government. The review will be conducted by a committee chaired by the Training and Development Group (TDG), one union representative when the requestor is a bargaining unit employee, and one subject matter expert. The committee will be convened by HRD as needed. Supervisors who receive requests for reimbursement for credentials and examinations not included on the Pre-Approved List should forward the request(s) to HRD as soon as possible in order to assure that all requests can be considered by the committee. The committee's decision will be accepted as final by all parties and is not grievable. HRD will notify the requesting employee and his/her supervisor of the committee's decision and forward the request to the ORFSC for payment as appropriate. Only the request for reimbursement that are not on the Pre-Approved list will be submitted by HRD if committee has rendered an approving decision. Payment will come out of a budget set aside, not the TDG budget.

All requests for reimbursement must be submitted using the attached form and must include clearly identifiable receipts associated with expenses incurred. Employees must achieve a grade of "Pass" on all examinations in order to be eligible for reimbursement, and must submit verification of such grades. Under no circumstances will the amount of reimbursement exceed \$350 for the combined total expense of all credentials and examinations for any given fiscal year.

Reimbursement for all requests, including those on the Pre-Approved List, is subject to funding availability. During periods when funding is limited and restrictions have been imposed by senior management in order to conserve funds, reimbursement up to \$350 will be limited to only those credentials and examinations that are required in order to meet minimum Office of Personnel Management qualification requirements for Federal employment. Taxes are not reimbursable under this policy.

Request for reimbursement for the expenses incurred prior to October 1 of the current fiscal year will not be honored.

Responsibilities

Employees will:

1. Achieve a grade passing grade on examinations.
2. Remain prudent in their requests for reimbursement, submitting requests only for credentials and examinations that they believe to be advantageous to the government.
3. Submit completed requests for reimbursement on the attached form, with associated receipts and written justification as required as soon as possible after incurring the expense, but not later than September 1 of the fiscal year in which the expense was incurred. Requests for reimbursement for credentials based on invoices received during September 1-30, should be directed to the Personnel and Management Analysis Branch no later than September 20.
4. Reimbursement funds will be deposited into your banking arrangement for payroll unless specified otherwise.

Supervisors will:

1. Review and concur in requests for reimbursement for expenses directly associated with the cost of professional credentials for credentials and examinations included on the ORO Pre-Approved List of Credentials and Examinations.
2. Forward requests for reimbursement of expenses related to credentials and examinations not included on the Pre-Approved List to TDG in a timely manner.

The Human Resources Division will:

1. Maintain and update the Pre-Approved List of Credentials and Examinations as needed, and make it available on their web site to promote ease of access.
2. Provide a representative of the Training and Development Group to serve as Chair of the Review Committee.
3. Convene the Review Committee as needed.
4. Review of reimbursement payments will be tracked by PMAB.
5. PMAB will contact Accounting about funds received during September 1-20, to ensure to commitments are made to ensure reimbursement for the current fiscal year.

The Oak Ridge Financial Services Center will process requests for reimbursement directly to the employee's bank account within 30 working days of receipt.

The Planning and Budget Division will establish a funding source and code in support of this initiative.

Oak Ridge Operations
Pre-Approved List of Credentials and Examinations

Licenses

Law (any state; any field)
Nursing
Public Accountant (CPA)
Professional Engineer (PE) – Any State or DC

Certifications and Registrations

Occupational Health Nurse Specialist (COHNS)
Acquisition Contracts Manager (CACM)
Compensation Professional (CCP)
Environmental Systems Manager (CESM)
Fire Protection Specialist (CFPS)
Government Financial Manager (CGFM)
Hazardous Materials Manager (CHMM)
Health and Safety Auditor (CHSA)
Health Physicist (CHP)
Industrial Hygienist (CIH)
Internal Auditor (CIA)
Professional Manager (CPM)
Professional Property Administrator (CPPA)
Professional Property Manager (CPPM)
Professional Property Specialist (CPPS)
Safety Professional (CSP)
Criticality Safety Engineer (CCSE)
Professional Geologist (CPG)
Professional in Human Resources (PHR)
Project Manager (PM)
Project Manager Professional (CPMP)
Environmental Manager (REM)
Environmental Property Assessor (REPA)
Land Surveyor (RLS)
Professional Industrial Hygienist (RPIH)
Senior Professional in Human Resources (SPHR)
Administrative Professional (CAP)
Employee Assistance Professional (CEAP)
Tennessee Department of Environmental and Conservation
(TDEC) Water & Wastewater Certification

Memberships

Memberships will be decided on a case-by-case basis. Generally memberships are not covered by this policy except for:

1. Membership is a prerequisite to obtaining a credential
2. Membership is directly related to necessary cost to and is a precedent to undergoing the training to obtain credential
3. Membership would reduce the cost or training.

American Institute of Certified Public Accountants (AICPA)

American Industrial Hygiene Association Membership (AIHA)

American Conference of Governmental Industrial Hygienists Membership (ACGIH)

American Society for Industrial Security

American Nuclear Society

The American Registry of Radiological Technologist

The Tennessee Society of Radiological Technologist

Building Owners and Managers Association International (BOMA)

Tennessee Commission on Continuing Legal Education

National Contract Management Association Membership

Health Physics Society

Tennessee Society of CPA's

Examinations

Engineer-in-Training (EIT)

Professional Engineer (PE)

Public Accountant (CPA)

Project Manager (PMI)

**REIMBURSEMENT VOUCHER FOR
PROFESSIONAL CREDENTIALS AND EXAMINATIONS**

<u>U.S. DEPARTMENT OF ENERGY, OAK RIDGE OPERATIONS</u> (Department, Bureau, or Establishment) Payee's Name:	PAYMENT INFORMATION <input type="checkbox"/> Use information currently on file
Organization:	Bank/Credit Union:
Budget and Reporting Code (if known):	Account Number:
	Name on Account:

If reimbursement is being requested for more than one Professional Credential/Examination, each must be itemized below.

Professional Credential/Examination	Date Paid	Duration of Professional Credential/Examination	Expense Incurred

Total Amount of Reimbursement Requested (not to exceed \$350):

Section A - Certifications

I certify that the expenses claimed herein are correct and proper.

Employee

Date

I have reviewed this request for reimbursement and concur that the Professional Credentials/Examinations for which reimbursement is requested are ☐ included on the ORO Pre-Approved List or ☐ are not on the pre-approved list and require the convening of the review committee.

Division Director or above

Date

Section B – Concurrence (Please forward to your Human Resources Specialist, AD-442)

I concur that this request is in conformance with ORO policy guidance for the requested reimbursement.

Director, Human Resources Division

Date

Section C – Request Not On Pre-Approved List

The following should be signed if the Professional Credentials/Examinations for which reimbursement is being requested are not on the ORO Pre-Approved List.

The ORO Professional Credentials/Examinations Review Committee has conducted a review of this request and has determined that this claim is advantageous to the government and should be reimbursed.

Chairperson, Review Committee

Date